



DATA COLLECTION FORM

**2025-2026
Admission**

NAME _____ **CLASS** _____

OFFICE USE ONLY

Inputted on Sims		Previous School	
Admitted		ParentPay	
UPN		Photo Consent	
CTF received		MarvellousMe	
Pupil File received		Medical	

CHILD'S DETAILS – Please inform the school of any future changes

LEGAL FORENAME(S) **LEGAL SURNAME**
Middle Name(s) Preferred Surname Preferred Forenames(s)
Date of Birth Gender Home Address
..... Post Code.....
Home Telephone Number Email Address
A sibling attends our school YES / NO If yes give Full Name

PARENTS/GUARDIANS WITH WHOM CHILD IS LIVING

1. Surname Forename Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth* **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Phone Mobile Phone Work Phone.....
E-mail address..... Work E-mail address.....
Days of week at this address if regular.....

2. Surname Forename Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth* **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Phone Mobile Phone Work Phone.....
E-mail address..... Work E-mail address.....
Days of week at this address if regular.....

*for identification over the phone where necessary

Recording Parental Responsibility

It is important for education providers to record who has parental responsibility for the children in their care. Everyone who is a parent has a right to participate in decisions about a child's education, even though the school's main contact is likely to be the person with whom the child lives on school days. Unless there is a court order limiting an exercise of parental responsibility, such as a court order preventing the absent parent from having contact with the child, the academy and Multi Academy Trust staff must treat all parents equally.

All parents have rights/responsibilities under the 1991 Children Act. Schools are expected to inform all concerned about any ballots, elections of parent governors affecting the school, as well as producing **on request only** additional school reports and involving them in any special assessment.

Please tick box if you wish these additional reports to be forwarded to the person below ☐

PARENT AT ANOTHER ADDRESS

1. Surname..... Forename..... Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Number Mobile Number E-mail address.....
To be contacted in the case of an emergency YES / NO Court Order in Place YES / NO (If yes please enclose a copy)

FREE SCHOOL MEALS

Please note that a claim form needs to be completed if you think you may be entitled to free school meals. Details are available by contacting the Free School Meals at Coventry 02476 833773 or by making an application online at <http://www.coventry.gov.uk/freeschoolmeals> or **completing the enclosed consent to allow us to apply on your behalf.**

MEDICAL

Details of any Dietary Needs/Allergies

Name & Address of Doctor. Number.....

Allergies/Medical Conditions.....

I give my permission to use plasters as necessary YES / NO

I give my permission for Calpol to be administered if necessary YES / NO

Currently on any medication YES / NO please give details

ETHNIC / CULTURAL

Ethnicity..... Religion.....

Home Language spoken..... First Language spoken at home if NOT English.....

(Bangladeshi, Indian, Any other Asian Background, Pakistani, Black African, Black Caribbean, Any other Black Background, Chinese, Any other mixed Background, White and Asian, White and Black African, White and Black Caribbean, White British, White Irish, Traveler of Irish Heritage, Gypsy/Roma, Any other White Background, Any other Ethnic Group) **Please circle or write above.**

Pupils Recently Arrived from Overseas Home Country..... Date of arrival in UK.....

Immigration Status (please circle): Asylum Seeker / Refugee Status / Humanitarian Protection / UASC Leave

Discretionary Leave / Limited Leave to Remain / Indefinite Leave to Remain / EU Citizen / University

Family Visit Visa / Other Visa

Additional Information.....

ADDITIONAL INFORMATION

I give permission for my child to watch a PG certificate movie YES / NO

Lunchtime Arrangements (please circle): School Meal / Free School Meal / Packed Lunch

Mode of Travel to School (please circle): Walk / Car / Car Share / Bicycle / Taxi / Public Bus

Collection Arrangements (please detail)

The following people can collect my child at the end of the school day.....

The following people CANNOT collect my child at anytime.....

When my child is in **Key Stage 2 (year 3,4,5 and 6)**, I give permission for them to walk home by themselves at the end of the school day, or at the end of an after-school club YES / NO

If arrangements change please make sure information is put in writing to your child/children's class teacher.

WELFARE

Adopted from Care YES / NO **Looked After Child** YES / NO **Parent Currently In Armed Forces** YES / NO

Parent Ever In Armed Forces YES / NO Date left.....

Please mention any **SPECIAL NEEDS** or other relevant circumstances you think may affect your child's work (e.g. Medical, learning difficulties, factors at home etc.....

SCHOOL HISTORY

Previous School Name..... Telephone Number.....

Address..... Date Left

EMERGENCY CONTACT DETAILS

PUPIL INFORMATION

Pupil Name..... Date of Birth.....
Home address.....

PARENT(S) / CARER(S) INFORMATION

Parent / Carer One's name.....
Home address (if different from above).....
Home Tel. No..... Mobile.....
E-Mail Address

Parent / Carer Two's name.....
Home address (if different from above).....
Home Tel. No..... Mobile.....
E-Mail Address

ADDITIONAL EMERGENCY CONTACTS

Additional Contact One.....
Address

Emergency Telephone No.....
Relationship to Pupil.....
E-Mail Address

Additional Contact Two.....
Address

Emergency Telephone No.....
Relationship to Pupil.....
E-Mail Address

Please set out the priority in which you wish the above named individuals to be contacted:

1.....2.....
3.....4.....

I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the pupil names above and their consent before sharing their personal data as set out above with Leigh Church of England Academy for this purpose.

Signed **Parent/Guardian Full Name** **Date**

CONSENT FORM – PUPIL PERSONAL DATA

Pupil Name..... Date of Birth.....

We are Leigh Church of England Academy, part of The Diocese of Coventry Multi Academy Trust. During a pupil's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided in relation to the use of this information, which is also available on the Multi Academy Trust website here: <https://www.covmat.org/information-resources/>

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not. If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- We obtain consent for photographs or videoing from parents
- We do not use images of pupils accompanied by personal information such as full names, hobbies or interests;
- We ensure pupils are dressed appropriately in all images or videos;
- We make safeguarding expectations clear to all professional photographers or the press when invited to an event and ensure external photographers are accompanied at all times;
- For the protection of pupils and staff, only academy owned equipment will be used to record and store images taken by staff or volunteers on the academy site or during offsite academy activities including residential visits.
- We ensure images are securely stored. Hard copies kept in a locked cupboard and electronic images held in protected folders with restricted access.

The Academy may provide photographs and videos to the media, or the Academy may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Academy has no control over these.

As an Academy we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the Academy and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

NO NAMES WILL BE USED

I am happy for the Academy to use:	Yes	No
Photographs of my child		
Videos of my child		

If you have answered yes to the above, please tick the below boxes accordingly.

If yes, I am happy for the information selected above to be used:	Yes	No
On internal screens or internal notice boards which may also be viewed by visitors to the academy site		
On the Multi Academy Trust internal computer networks		
On the Leigh website		
On the Multi Academy Trust website		
On the Leigh social media sites		
On the Multi Academy Trust social media sites		
In Leigh's prospectus or promotional material		
In local news media – newspapers, websites, and television		
In national news media – newspapers, websites, and television		
Individual photographs which may be sold to the child's parents and may be taken by an external company		
In class and year group photos which may be sold to parents and may be taken by an external company		
I am happy for the information selected above to be used after I have left the Academy. <i>For example, an image in a learning resource which may be retained and used for future years.</i>		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please contact us at:

Leigh Church of England Academy, Plants Hill Crescent, Tile Hill, Coventry CV4 9RQ. 02476 464475.
hannah.kelly@leigh.covmat.org

This consent will otherwise continue until your child leaves the Academy. If you have given consent for photographs or images to be used after your child has left the academy the consent will remain in place in line with the Data Retention and Destruction Policy.

Signed **Parent/Guardian Full Name** **Date**

ATTENDANCE AGREEMENT

In order that your child can achieve their full potential he/she needs to be in school; 97% - 100% is the acceptable range for attendance. The school celebrates full attendance (100%) with rewards/certificates.

- There will be occasions when illness means your child will need to stay at home and we would be grateful to receive a phone call by 9.00am on the first day of absence when this occurs.
- For Health and Safety reasons if your child arrives late to school (after 9am) a parent/guardian must come to the office with their child to give an explanation.
- Routine medical appointments / dental appointments should be made outside of school hours where possible.
- If you do need to take your child out of school for an appointment during school hours, please bring confirmation of their appointment to the academy office. Children can then be collected from reception at the appropriate time.
- Requests for absence in term time must be made in writing to the Headteacher. Holiday request forms can be obtained from the academy office. These will only be granted in exceptional circumstances.
- Please see our attendance policy on our website.

HOME SCHOOL COMMUNICATION AND PAYMENTS

We do our best to keep parents informed about what is going on at school, to do this we use email to send letters and information directly to you. All letters/correspondence are uploaded to our website www.leigh.covmat.org

We use MCAS to collect any payments you need to make such as school dinners, school trips, tickets and wraparound and after school activities. MCAS is a cashless secure online payment service that allows parents and guardians to make payments to the school using their credit or debit cards. This allows you to make payment to the school from anywhere there is an internet connection, quickly and simply. You will be able to see payments at any time, and payments are instant. When your child joins the academy, you will be sent an email with instructions how to log into and use MCAS.

SCHOOL TRIPS

Where a charge is made for a school trip or event, it is to cover costs of transport, insurance, admission, or fees. Whilst the school cannot make a direct charge for activities which take place wholly or mainly within the school day, we do rely on voluntary contributions from parents to maintain the existing level of educational and cultural experiences essential to the development of the children. The school reserves the right to cancel any activity if it is not economically viable. The school can charge for activities/trips whereby over 50% of the time is outside the normal school day. The full policy is available from the academy office or on our website.

OUT OF SCHOOL VISITS

You will always be kept fully informed of any visit out of the academy. However, to save having to seek your permission to take your child out each time, we ask that you give consent below for your child to be able to take part in any local activities out of school during the time they attend Leigh C of E Academy, for example walking to our local churches; swimming; other schools; around Coventry for survey purposes or to visit an exhibition.

PARENTAL AGREEMENT

In selecting a place for my son/daughter at Leigh CofE Academy, I agree to play a full part in the life of the academy, reinforce the academy Behaviour Policy, Attendance and Punctuality Policy and Dress Code and actively support the academy when I can with any Fundraising & Events. I have received a copy of the academy Privacy Notices.

I also give permission for my child named..... to be able to participate in any local activities taking place outside of the academy while they are at Leigh C of E Academy. I understand that I will always be kept fully informed prior to each event.

Signed **Parent/Guardian Full Name**..... **Date**.....

Please make sure that you have signed this document in the areas marked in red

PUPIL PREMIUM FREE SCHOOL MEALS REGISTRATION FORM

We need information about you and your child so that we can provide them with the best education and support by making sure that our school receives all the government funding to which it is entitled.

PLEASE COMPLETE THIS FORM – EVEN IF YOU THINK YOU DO NOT QUALIFY

Parent's Details

Title Date of Birth.....

Last Name..... First name.....

Address Postcode.....

Tel. No..... Mobile.....

E-Mail Address

National Insurance Number..... National Asylum Support Service (NASS) Number

Are you in receipt of?:	Yes	No
Income Support		
Income-Based Job Seekers Allowance		
Income related Employment and Support Allowance		
The Guarantee Element of State Pension Credit		
Support from NASS under the Immigration & Asylum Act 1999, part 6		
Child Tax Credit (with no Working Tax Credit) with a joint gross annual income of less than £16190.00*		
Universal Credit with annual net earned income of less than £7400.00**		
Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)		

*Your joint gross income is your household income before taxes are taken into account.

** Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.

You do not qualify for free school meals / pupil premium if you are in receipt of Working Tax Credit regardless of income.

Children's Details

Child's Surname	Child's First Name	Child's Date of Birth	Name of School

Terms and Conditions

All applicants are required to read the declaration below and to sign to acknowledge terms and conditions and declaration

- I understand that my entitlement to Pupil Premium Free School Meals will continue for the duration of my child attending primary school
- I confirm I have parental responsibility for all children detailed in this claim
- I understand that it is fraudulent to give false information
- I agree that in order for the claim to be processed for free school meals the Local Authority may contact any other sourced allowed by law to verify my initial and ongoing entitlement

Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

I agree to Leigh CofE Academy applying online on my behalf.

I agree to the declaration and terms and conditions.

Signed **Parent/Guardian Full Name.....** **Date.....**

PERMISSION FOR PARENTS/CARES TO RECORD IMAGES OF CHILDREN AT SCHOOL EVENTS

Leigh CofE Academy recognizes that parents want to capture lasting reminders / mementos of their children's participation in school events and is happy to support that. The school can only record and permit the recording of images with signed consent from parents/carers. Some parents/carers choose to withhold their consent for very good and sensible reasons.

The development of digital photography and the common practice of sharing images via social networking sites present additional challenges for schools in terms of granting permission for parent/carers to record images.

The school allows you to take photographs in school of you own child or children only. This agreement is subject to you recognizing the need to be sensitive to other people, not causing interruption or disruption to concerts, performances and events and ensuring children are not distracted from giving their best performances after month of practice and preparation.

Please note that if publishing photographs of your own children on social networking sites, the name of the school should not be placed alongside any such images.

However, the situation is less straightforward if recorded images include other children in addition to your own, e.g. photographs of children singing or performing in a group or team sport event. For that reason, the school asks parents and carers to sign the slip below, undertaking only to record images of their own child/ren wherever possible and not to publish or upload any images of other children onto any websites or social networking sites. This is in order to respect the rights of other parents not to have images of their children published or distributed without their knowledge or consent.

Thank you in anticipation of your understanding and co-operation in this matter.

- I understand that the school has given me permission to record still images only.
- I agree to comply with any requests / restrictions about when to take photographs
- I will only record images of my own child/children unless including other children is unavoidable (e.g. photographs of children singing or performing in a group or team sport event)
- I will only use all recorded images for my own private use.
- I will not name the school alongside photographs of my child that I place on any social networking site.
- I will not publish or upload any images of other children onto any website or social networking site, I understand that this is in order to respect the rights of other parents not to have images of their children published or distributed without their knowledge or consent.
- I understand that failure to comply with this agreement could result in the school refusing permission for me to record images at future school events.

Signed **Parent/Guardian Full Name.....** **Date.....**